

LAKE HAVASU CITY, ARIZONA

CLASS SPECIFICATION

CLASS TITLE: Grants Administrator

BAND	GRADE	
E	918	
DEPARTMENT: Community Services	ACCOUNTABLE TO: Department Director	FLSA STATUS: Exempt
CLASS SUMMARY: Incumbent is responsible for planning, organizing, coordinating and managing various city-wide grant programs and services. Duties include: collecting and organizing grant funding resources; applying for grants; developing and administering policies and procedures for compliance; monitoring and coordinating grant administration activities with other city departments, federal, state and local officials and the public; researching and analyzing statistical data; and, representing the city's interests at the federal, state and local level at meetings.		
DISTINGUISHING CHARACTERISTICS: The Grants Administrator is a stand-alone classification. It is distinguished from other classes by the responsibility for the overall coordination of the city's grant programs and services, requiring a high level of independence and judgment.		

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary. The job description does not constitute an employment agreement between the employee and the City and is subject to change as needs and job requirements change.)	FRE-QUENCY	
1.	Provides contract administration for City's housing programs to include: preparing and monitoring bid processes; awarding bids per State and Federal procurement policies; reviewing, coordinating and finalizing contract documents; and preparing Council Communications and other contract documents	Daily	
2.	Provides professional accounting activities to include monitoring, budgeting and preparing minimal financial audits by City, State and Federal housing agency standards	Daily	
3.	Creates and maintains specialized databases; develops queries and reports	Daily	
4.	Serves as liaison, coordinating project administration activities with consultants, contractors, State and Federal agencies, City departments and staff	Daily	
5.	Provides lead direction and technical advice to the public on grant services and procedures	As Needed	

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6.	Assists with grant-related year-end closing	As Needed	
7.	Assists with external and internal auditors with annual grant-related audits	As Needed	
8.	Recommends modifications for improvements to grant-related program and procedures to internal and external customers, including Lake Havasu City Council	Daily	
9.	Review accounting entries and reports prepared by staff monitoring grant revenues and expenditures; monitor contracts and review payments for compliance, counting and reconciling payment activities to contractors from Department of Housing	Daily	
10.	Prepare a variety of correspondence, reports and other financial documents, letters and responses to taxpayers	Daily	
11.	Perform home inspections to develop bid spec sheets	As Needed	
12.	Perform construction inspections in relation to housing rehabilitation projects	As Needed	
13.	Respond to taxpayers who are house-bound by visiting them at their residence	As Needed	

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Knowledge (position requirements at entry):

Knowledge of:

- Research methodology;
- Financial and budgeting theories and principles related to administering police, transit, community development, city attorney, streets, parks & recreation and airport grants such as CDBG, MAGNET, State Home Fund, VOCA, and others;
- Theories, laws, regulations and ordinances and principles related to Fair Housing requirements, Fair Labor Standards Act, Bacon Davis Act, and other related regulations;
- Policy development techniques;
- Statistical analysis concepts.

Skills (position requirements at entry):

Skill in:

- Writing;
- Gathering, organizing and analyzing data;
- Coordinating, organizing and managing programs or activities;
- Preparing budgets and tracking expenditures;
- Developing policies, procedures, standards and guidelines;
- Interpreting policies and procedures;
- Resolving problems and handling sensitive matters;
- Using computers and related software applications, and digital camera;
- Office equipment such as adding machine, phones, copiers, fax machines, etc.
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, contractors, the general public, etc. sufficient to exchange or convey information and to receive work direction.

Training and Experience (position requirements at entry):

Equivalent to a Bachelor's degree in business, accounting or a related field and two years of related professional experience.

Licensing Requirements (position requirements at entry):

Position requires:

- Valid Arizona driver's license of appropriate class.

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Physical Requirements:

Positions in this class typically require: stooping, kneeling, reaching, sitting, standing, walking, lifting, fingering, talking, hearing, seeing and repetitive motions.

Incumbents may be subjected to frequent travel and some exposure to extreme temperatures.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

Classification History:

Draft prepared by Human Resources (skm)

Date: 5/04

Rev.: 06/06 (jls); 07/07 (jls)